

ADMINISTRATIVE INTERNAL USE ONLY

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MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Schedule for Supergrade Promotions

REFERENCE : Memo for DDCI fr D/Pers, dtd 3 Jul 78, subj:
Uniform Promotion System

1. Action Requested: Paragraph 3 contains a recommendation for your approval.

2. Background: In reference memorandum you approved optional semi-annual promotion exercises for Agency Career Services and uniform dates for promotion to grade GS-07 through GS-15 related, except in the DDO, to a common Fitness Report Schedule. The memorandum did not address the subject of effective dates for supergrade promotions and at the recent NFAC PDP review you requested a recommendation for this group.

The evaluation period for the GS-15 and above personnel on the new schedules ends on 31 March; there has been no change from the present schedule. The current call up dates of April and October for supergrade promotions were established in May 1969 when the Executive Director Comptroller approved semi-annual exercises. The original dates were set to take advantage of headroom which normally becomes available or can be projected towards the end of the fiscal year. In the past several years while the call up dates have remained the same, the promotions have been made effective in July and January. With 1 October the beginning of the new fiscal year these months offer the advantages April and October did in the past when July began the fiscal year. Supergrade promotions have not required the processing time needed for the lower grades and hence there is more flexibility in establishing effective dates. July and January would follow the current practices; alternatively August and February would follow the 120 day processing schedule applicable to other grades. Both would be timed to take full advantage of projected headroom.

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